



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-528
Position Title: Human Capital Specialist (Human Capital Development)
Series and Grade: PG-0201-11/12
Salary Range: \$54,272-\$84,599
Promotion Potential: PG-12
Opening Date: September 14, 2006
Closing Date: September 28, 2006
Location of Position: Human Capital Office
Office of Workforce Development, Education & Training
Number of Openings: One
Type of Appointment: Permanent (Career or Career-Conditional)
Work Schedule: Full Time (Shift 1)
Who May Apply: Current and Former Federal Employees and Veterans

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES: This position is located in the Office of Workforce Development, Education and Training (OWDE&T) in the Human Capital Office of the Government Printing Office. Provides advice to employees and managers on the laws, regulations, internal policies and procedures related to training and workforce development. Develops, coordinates, analyzes, and administers training programs and career development activities. The incumbent develops, implements, and evaluates workforce and training programs in various organizational segments of the GPO. Applies adult education and learning theory to workforce development programs. Analyzes, designs, coordinates, and implements adult education, workforce development, training programs and strategic plans based on organizational needs. Designs, conducts, and evaluates the results of comprehensive HR studies and training evaluations. Conducts organizational skill assessments. Uses electronic training and education electronic learning systems. Provides advice to managers on all aspects of OWDET's workforce development and training issues. Works with the supervisor, Director of the OWDE&T, to determine the parameters of the programs and the scope of the work to be reviewed.

QUALIFICATIONS NEEDED:

All qualification must be met by the closing date of this announcement.

Applicants must possess 52 weeks of specialized experience at the PG-09 level for Grade 11 or at the PG-11 level for Grade 12. Specialized experience for Grade 11 applicants is experience in applying basic principles, practices, laws, and regulations of Human Resource Development (HRD) sufficient to perform different aspects of HRD (e.g. conduct training needs surveys and analyze data obtained). Specialized experience for Grade 12 applicants is experience in applying HRD learning theories and principles, in

conjunction with an understanding of the relationship to an agency's strategic plan, in order to perform analysis and research for a variety of HRD initiatives.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics (KSAOs) required for this position:

1. **Ability in using regulations, training manuals, instructions and other references.**
2. **Skill in analyzing, designing, coordinating, and implementing adult education, workforce development, training programs and strategic plans based on organizational needs.**
3. **Skill in designing, conducting, and evaluating the results of comprehensive HR studies and training evaluations.**
4. **Ability in conducting organizational skill assessments.**
5. **Skill in developing and using electronic training and education electronic learning systems.**
6. **Ability to communicate effectively, coordinating with contractors and providing advice for training and workforce development life cycle needs.**

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

STEP 3:

Current and Former Federal Employees (including GPO employees): Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. Time in grade requirements must be met by the closing date of this announcement under merit promotion procedures.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. Veterans who are 1) preference eligibles or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility

requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Human Capital Office
Fran Cowles
Phone: (202)512-2010ext. 31878 or (202)512-1035
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.